



PowerPoint Training Program – Half and Full-Face Cartridge Respirators

For employees who use cartridge respirators
Instructor's Guide



Purpose of This Training Module

You may use this slide presentation to comply with the training requirements of the WISHA respiratory protection regulations (WAC 296-62-071). You can read the training requirements in the rule at the end of this guide.

The topics covered in this module are those required in the rule. However, you may use different materials that cover these topics if you believe that they will be more effective.

Getting Ready

1. Resources and materials you will need:

- A quiet room with basic accommodations for comfort of participants
- A copy of the presentation (computer slide show, overheads, or handouts)
- Overhead projector or computer and projector for powerpoint presentation
- Copies of the handouts (optional)
- Respirators used at the worksite (recommended)
- Certificates to hand out to the class as proof of attendance (optional)
- A training roster to pass around for your records (recommended)

2. Review the presentation materials.

Take the time to look through each of the slides and read the instructor's notes that come with each slide. If you have any questions after looking through these materials, you can contact your local L&I office (see page 3) for assistance before you give your first presentation.

3. Customizing the presentation.

- The information contained in this module applies to all workplaces. However, you are also required to include information about conditions that exist at your workplace. Slides #5,6,23 and 27 provide a place to include that information.
Just using the training module without the workplace-specific information will not satisfy all training requirements.



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- If you have PowerPoint on your computer, additional information is easily added to the PowerPoint version after downloading. The PowerPoint version can be modified, but modification that changes the essential meaning or deletes information may not meet the training requirements.
- If you use the PDF version, the slides cannot be changed, but you can provide the workplace specific information orally, on overhead transparencies or as paper handouts.

4. Prepare the materials and schedule the class

- If you have a computer video projection system, all you need to do is check to make sure the presentation works and make copies of the handouts.
- If you plan to use an overhead projector, print the slides out on transparencies. The PDF version will print quicker and use less printer memory. The slides will be clearer if they are printed in color. If you don't have a color printer, your local print or copy store can print out color transparencies for you.
- Schedule the class for a date and time convenient to most people. If you want many employees and supervisors to participate, try not to make groups larger than 15 attendees.

Presenting the Training

Give the presentation

You can use your own words rather than just reading from the script. You can also make three-slide-per-page handouts of the training.

Ask for participation

It also helps to involve the audience as much as possible by asking them questions and getting them to talk about their own jobs, their use of respirators and any suggestions they may have on how to reduce their exposure to airborne chemicals.

Questions and answers

Answer any questions the best that you can. Even if you don't have the technical knowledge to answer a lot of questions on respirators, you can still answer the important questions about the way that your company is addressing employee exposure to chemicals and your respiratory protection policies. If any questions on respiratory



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protection, or chemical exposures are asked that you need help answering, you can contact your local L&I office listed on the following page.

Follow-up

Within a week or two of giving the training, you might want to take a few minutes to talk to some of the employees and supervisors to make sure they understood what was presented and how it applies to them.

Getting help

If you have questions while preparing to give this presentation, or if questions come up during the presentation that you need help in answering, contact your local L&I office listed below for assistance:

City	Telephone #	E-mail address
Everett	425-290-1300	liel235@lni.wa.gov
Seattle	206-281-5400	solt235@lni.wa.gov
Spokane	509-324-2600	poag235@lni.wa.gov
Tacoma	253-596-3800	maha235@lni.wa.gov
Tumwater	360-902-5799	holt235@lni.wa.gov
Wenatchee	509-886-6500	mcfj235@lni.wa.gov

Training Requirements in the Respiratory Protection Rule

WAC 296-62-07188 How do you know if you adequately trained your employees on respirators?

At a minimum, you must make certain that each employee can demonstrate:

- Why the respirator is necessary and how improper fit, use, or maintenance can compromise the protective effect of the respirator;
- What the respirator is capable of doing and what its limitations are;
- How to use the respirator effectively in emergency situations, including situations in which the respirator malfunctions;
- How to inspect, put on and remove, use, and check the seals of the respirator;
- The procedures for maintaining and storing of the respirator;



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- How to recognize medical signs and symptoms that may limit or prevent the effective use of respirators; and
- The general requirements of chapter [296-62](#) WAC, Part E –Respiratory Protection.

In addition, the respiratory protection regulations require that “written records” of training must be kept.